

National University of Medical Sciences, Islamabad.

NUMS Affiliated and Attached Medical Colleges for admissions in to MBBS/BDS session 2022-23

Guidelines and Instructions for Colleges

1. PMC Public Notice for Candidates with F. Sc / HSSC or Equivalent Exam 2021 for Admissions 2022-23

Candidates who passed their F.Sc (Pre-Medical)/HSSC or Equivalent Exam last year (2021) and are now applying for admissions in medical/dental colleges for the session 2022-23, are informed that only their ELECTIVE SUBJECT MARKS and percentage will be considered for merit calculation for admission in medical & dental colleges for the session 2022-23.

2. Number of Merit Lists for MBBS

- a. Merit List of MBBS (Open Merit)
- b. Merit List of MBBS (Foreign Quota Seat) **to be issued later**

3. Admission Deadlines in Private Sector Medical Colleges

The general principle to be applied shall be that admissions to medical colleges should be concluded prior to admissions of dental colleges, and admissions to the public sector colleges are concluded prior to admissions to private colleges.

The admissions in MBBS in private sector medical colleges shall be completed by or before **31 January 2023**.

4. Guidelines & Instructions related to Merit List

The University shall prepare college-wise and program wise lists of candidates. There shall be separate lists for MBBS and BDS.

5. Guidelines & Instructions related to Admissions

- a. As per provisions of PMC- Medical and Dental Undergraduate Education Regulations 2022 para 5(4) There shall be no admission which violates the fundamental principle of merit and all admissions shall be strictly on merit as per the merit criteria announced and pursuant to the fundamental principle of merit as mandatorily applicable.
- b. HITEC IMS (Medical College) will make provisional admissions on allocated seats as per authorized distribution of seats while adhering strictly to merit.
- c. HITEC IMS (Medical College) will inform and offer provisional admission to an applicant who is on their merit list, provided by NUMS (as per sequence of merit) through email, SMS and telephone and will also keep record of that correspondence with each candidate as a documentary evidence for reference (if required at any stage to avoid litigation and ensure transparency).
The college shall give to the applicant at least three working days to submit their fee which shall represent the acceptance of the offer by the student.
- d. Students shall have the right to accept the offer for provisional admission as per their merit by payment of fee. Failure to accept provisional admission shall allow the student next in line to accept the admission.
- e. HITEC-IMS (Medical College) shall display on its website a daily update of students who have accepted their offers and the number of seats remaining vacant to allow students next in line to accept their offer.
- f. HITEC-IMS (Medical College) will send its admitted list to NUMS by or before **31 January 2023** after verifying the educational documents of all students.
- g. No admission after these dates shall be registered with PMC.
- h. **After completion of admission process on allocated seats, all affiliated and attached Medical and Dental Colleges will render an undertaking that they have selected candidates strictly on merit as provided by NUMS and verified educational & personal documents of the finally selected students.**
- i. HITEC-IMS (Medical College) will send its student affairs representative along with final list of admitted students and their original academic documents. For **2nd tier**

verification which will be carried out at NUMS Admission Office by the NUMS staff in the presence of college representative as per schedule that will be shared later on.

- j. **As per PMC- Medical and Dental Undergraduate Education Regulations 2022 para 5(14)**, The admissions to private colleges shall be completed by or before the applicable final date notified by the Authority pursuant to sub-regulation 2 of regulation 3 each year. The final list of admitted students shall be submitted to the Authority in the prescribed manner through PMC Online Portal by HITEC-IMS (Medical College) by or before the applicable final date notified by the Authority pursuant to sub-regulation 2 of regulation 3. Thereafter, upon final verification of student credentials by the relevant universities with whom the college is affiliated the verified list shall be submitted by the university to the Authority in the prescribed manner through PMC Online portal within fifteen days of completion of the admission. No admission shall be entertained and no student registered by the Authority if not admitted by or before the final applicable date notified by the Authority pursuant to sub-regulation 2 of regulation 3.

Provided colleges shall be granted a 3 working day window after the closure of applicable admissions to fill a seat remaining vacant due to a cancellation of the offer by a student through their respective waiting lists.

6. Undertaking for 'Not Admitted' or 'Admitted' in any other college:

As per PMC- Medical and Dental Undergraduate Education Regulations 2022 para 5(16), A student when accepting admission to a college shall be under an obligation to disclose to the college if a prior admission has been accepted by them to any other college, and such student shall prior to accepting such latter admission must in writing inform the prior college of cancellation of their acceptance with a copy to the designated email of the Authority. Failure by a student to cancel the prior acceptance of admission shall render all admission offers of the student as void and the student shall be ineligible for admission. All colleges shall ensure that they properly apprise and educate the applicant students of this provision as part of their admissions policy, prospectus and at the time of making an offer of admission.

An Undertaking form is attached for colleges while offering admission to candidates to avoid duplication of data.

7. Policy for Fee Transfer/Refund & Transfer in First Year MBBS/BDS:

- a. If a student secured the admission in MBBS/BDS in one college and later he/she may get selected in MBBS/BDS in another NUMS Affiliated and Attached college, the fee will be refunded/transferred to that college without any deduction and delay. However, if a student secure admission in one college and later he/she may get selected in MBBS/BDS in another University / College (Not Affiliated/Attached with NUMS) the Refund will be given as per Refund Policy of PMC / College.
- b. Any allocated seat of a college which may remain vacant after the completion of admissions shall remain vacant. **There will be no transfer in 1st Year MBBS/BDS.**

Admissions First Year MBBS/BDS Session 2022-23

Student undertaking at the time of Admission Offer Acceptance

For candidates currently **Not Admitted** in any other College

1. I _____ S/D/O _____ CNIC No. _____ - _____ - _____ solemnly declare that currently I am not admitted in MBBS/BDS program at any other college.
2. In case I get any admission offer from any other college within due dates, I shall inform this college for cancellation of my admission within due date and I will not claim my seat in future. In case of failure to do so all admission offers shall become void.

For candidates currently **Admitted** in any other College

1. I _____ S/D/O _____ CNIC No. _____ - _____ - _____ solemnly declare that I have cancelled my previous admission offer in MBBS/BDS program at _____ (Medical / Dental College Name).
2. In case I get any admission offer from any other college within due dates, I shall inform this college for cancellation of my admission within due dates and will not claim my seat in future. In case of non-disclosure of information my admission offer shall become void.

(Signatures of the Applicant)

(Signatures of Father /Guardian)

Cell No. _____

Date _____